

Alvita Dugosh

Department Assistant

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☎ (116) 230-4422

📍 123 Oak Street, Huntsville, AL 35801

Education

**Associate of Applied Science
in Office Administration at
Gadsden State Community
College, Gadsden, AL**

Aug 2018 - May 2022

Relevant Coursework: Office Management, Business Communications, Administrative Procedures, Computer Applications, Records Management, Accounting Principles, and Customer Service.

Links

[linkedin.com/in/alvitadugosh](https://www.linkedin.com/in/alvitadugosh)

Skills

Excel proficiency

PowerPoint creation

Scheduling expertise

Data analysis

Adobe Acrobat

Budget management

Microsoft Teams

Languages

English

Hindi

Profile

Detail-oriented Department Assistant with 1 year of experience in providing exceptional administrative support to various departments. Proficient in managing schedules, organizing documents, and handling correspondence. Demonstrates strong communication, multitasking, and problem-solving skills to optimize workflow and enhance team efficiency. Committed to maintaining a high level of professionalism, confidentiality, and accuracy in a fast-paced work environment.

Employment History

Department Assistant at Alabama Power, AL

Mar 2023 - Present

- Successfully streamlined the department's filing system, resulting in a 20% reduction in document retrieval time and improving overall efficiency.
- Coordinated and managed a team of 5 administrative staff, leading to a 15% increase in productivity and a 10% reduction in overtime costs.
- Implemented a new scheduling process that reduced scheduling conflicts by 25% and improved interdepartmental communication.
- Organized and executed a company-wide training event with over 100 attendees, leading to a 30% increase in employee satisfaction scores related to professional development opportunities.

Junior Department Assistant at Regions Financial Corporation, AL

Jul 2022 - Feb 2023

- Successfully managed and organized over 50 departmental events and meetings, resulting in increased employee engagement and collaboration within the team.
- Streamlined administrative processes by implementing an efficient digital filing system, reducing document retrieval time by 30% and increasing overall productivity.
- Assisted in the preparation and analysis of monthly departmental budgets, identifying cost-saving measures that led to a 10% reduction in expenses over one year.
- Coordinated travel arrangements for 20 team members, ensuring timely and cost-effective bookings, saving the department an estimated \$5,000 annually.

Certificates

Certified Administrative Professional (CAP)

Mar 2022

**International Association of Administrative Professionals (IAAP)
Certification**

Aug 2020